

*Note: This sample certificate is provided for informational purposes only; refer to Chapter 367, Continuing Education, of the OT Rules, including §367.3, Continuing Education Audit, for CE documentation requirements, including what must be included on documentation.*

## Certificate of Completion

Licensee Name

Title of Course

Date of Course

Number of Hours or Contact Hours Awarded for the Course

(When continuing education units [CEUs], professional development units [PDUs], or other units or credits are listed on the documentation, such must be accompanied by documentation from the continuing education provider noting the equivalence of the units or credits in terms of hours or contact hours. This is not needed for AOTA CEUs, but be sure you know what such represent in hours or contact hours.)

\* Signature of the Authorized Signer

Name of the Authorized Signer

\*As excerpted from §367.3(e), "Documentation must identify the licensee by name, and must include the date and title of the course; the name of the authorized signer and either the signature of the authorized signer or the official seal, letterhead, or logo of the authorized signer if an area designated for a signature is not included; and the number of hours or contact hours awarded for the course." As referenced, documentation must include "the name of the authorized signer and either the signature of the authorized signer or the official seal, letterhead, or logo of the authorized signer if an area designated for a signature is not included."